

Hiring Checklist†

I. INITIAL MEETING

- _____ 1. Provide application, which has been reviewed by legal counsel, to prospective employee.
- _____ 2. Meet applicant face-to-face in private area.
- _____ 3. Review the blank application to explain information required and answer applicant's questions.
- _____ 4. Tell prospect to answer all questions and provide complete information.
- _____ 5. Carefully review completed application.
- _____ 6. Confirm accuracy of spelling and addresses concerning past employment, references, educational institutions, etc.
- _____ 7. Determine applicant's residence and how long he/she has lived there.
- _____ 8. Ask the applicant about any gaps in his/her employment history.
- _____ 9. Ask the applicant if you will need additional information from him/her concerning any change of name, nickname, or use of an assumed name to allow you to check references and work record.
- _____ 10. Review the applicant's educational training if it has a bearing on the job for which he/she is applying.
- _____ 11. Ask if the applicant has been convicted of a crime. (You may not ask if an applicant has been arrested.) You should explain to the applicant that a conviction of a crime will not automatically bar employment. In determining whether or not to deny employment based on an applicant's conviction of a crime, you must consider the following facts:
 - a. the relationship of the crime to the job duties;
 - b. the nature, number and circumstances of the offense(s) for which the individual was convicted;
 - c. the length of time intervening between the conviction(s) and the employment decision;
 - d. the individual's employment history; and,
 - e. the individual's efforts at rehabilitation.
- _____ 12. If the applicant's duties will require driving, ask him/her for a valid driver's license and the driving record. (In many states, you can obtain a driving "abstract" for an applicant from the state Department of Motor Vehicles. You should call the local DMV to determine what information is available and how you can get it.)
- _____ 13. Ask the applicant to sign a statement on the application form giving you permission to check all references and obtain information from previous employers. The statement should also release previous employers and others from liability for any information that is provided.